

Salem Public Library Collection Management Policy
Revised 12/15/2015

Mission Statement

The Salem Public Library's mission is to continually improve the usefulness of its facility and holdings by fulfilling the following roles in the community:

- Popular materials library for all ages
- Reference library for the community
- Children's door to learning
- Independent learning center for all ages

Purpose of the Policy Statement

The purpose of this collection management policy is to provide the public and library staff the library's criteria for acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the library's mission.

Community Analysis (2000 Census)

Salem land area – 15 square miles

Persons per square mile – 1,696

Urban – 100%

Population – 24,747

Percent change since 1990 - +3.8%

Registered Salem library patrons – 14,269, or 57% of the population

Registered patrons in the Roanoke Valley – 142,694

Gender: Female – 52.8 %; Male – 47.2 %

Race: White – 91.3%

African- American – 5.9%

Native American – 0.1%

Asian – 1.0%

Hispanic – 0.8%

Other – 1.1%

Age: Percentage under 5 – 4.9

Percentage 5 to 17 – 20.9

Percentage 18 to 64 – 57.4

Percentage 65+ - 16.8

Number of schools & students: 4,618 public school students; 46 home schooled students

Public elementary schools – 4

Public middle schools – 1

Public high schools – 1

College/University – 2; +1,822 students

In addition to serving the residents of Salem, the library is part of the Roanoke Area Libraries consortium, composed of Roanoke City and County, Botetourt County, and Salem public libraries, as well as residents of other contiguous outlying localities. The consortium members share an automation system, a catalog, and a borrower's card.

Intellectual Freedom

The Salem Public Library supports the American Library Association's Freedom to Read, Freedom to View and Library Bill of Rights statements within the framework of the Virginia Code and the Salem Library's stated policies.

The Salem Public Library provides a collection that presents various and diverse points of view. It makes no attempt to promote specific beliefs or viewpoints through its collection. Parents or legal guardians are responsible for the selection and use of library materials by their children. The library supports the right of individuals to reject for themselves or for their children materials they find unsuitable or objectionable, and makes no attempt to limit or restrict access except for restrictions outlined in the Internet Use Policy and in loaning "R"-rated videos to minors without parental permission to do so.

Description of the Collection & Services

The Salem Public Library occupies a 15,000 sq. ft. building. It contains nearly 100,000 books, audio books, DVDs and music CDs. To supplement our print collection, the library subscribes to relevant magazines, newspapers, and electronic databases that supplement our collection's holdings. Through our agreement within the Roanoke Valley Library consortium, the Salem Public Library also purchases ebooks and eaudiobooks that are made available through the system's Overdrive website (elib.rvl.info); these items are available for free download for set loan periods, and titles can be downloaded for a wide variety of devices including smartphones, tablets, and eReaders.

The Salem Public Library offers free access to the internet through 13 filtered public computer workstations, as well as free access to a scanner for documents, photographs, etc. The Salem Public Library also offers use of black-and-white and color printers, a black-and-white photocopier, and a fax machine; use of these amenities involves a per-page fee.

Many programs for all ages are offered throughout the year, including story hours for toddlers and pre-schoolers, craft and technology programming for school-age children, fun and educational programs for families, and programs for adults on a variety of topics that enhance knowledge and abilities.

Materials Budget

The Salem City Council and the Virginia General Assembly appropriate funds for the purchase of library materials. The Library Director has the final say in expending the funds, but the library staff has a great deal of input into how the funds are expended. At present, there are no fixed percentages for the expenditure of funds according to the type of material purchased.

Collection Responsibility

Ultimate responsibility for the library's collection rests with the Library Director who in turn delegates authority for selection to the various department managers and to those members of the staff who are qualified by reason of education, experience, and daily contact with the users of the library.

Acquisition Tools

In keeping with its mission statement, the Salem Public Library uses a variety of selection review sources including, but not limited to, trade and professional journals, as well as the media. Examples of the types of review sources include Publisher's Weekly, Library Journal, and Booklist. The library also consults vendors' and publishers' marketing tools, such as catalogs and lists of recommended titles from vendors (Ingram, Thorndike Large Print, etc.) and seeks recommendations from qualified professional librarians as well.

Patron Requests

The Salem Public Library will purchase materials requested by patrons if the materials are acceptable according to the Collection Development policy. The materials generally must have the current or previous year's copyright date; otherwise the material will be requested for that patron's use through interlibrary loan from another library outside the Roanoke valley when possible.

Acquisition Sources

The Salem Public Library purchases materials from jobbers such as Ingram, Midwest Tapes, & Ebsco. It also purchases from publishers who do not distribute to jobbers, such as Recorded Books and electronic database publishers, such as Gale. The library uses a variety of standing orders with these vendors; however the library does not participate in approval plans. Additionally, the library occasionally purchases items such as the works of local authors and regional history titles from Roanoke area sources. All materials acquired must meet staff-guided standards for quality (both in writing and in physical construction), illustrations, patron demand, pricing, and other requirements.

Criteria for Selection

The Salem Public Library considers the following factors when choosing materials:

- Currency
- Public demand
- Popularity of authors and subjects
- Popular culture and media coverage
- Local school curriculum
- Evaluative reviews
- Award winners
- Suitability of physical form to library use
- Technical quality or ease of use (for non-print)
- Funding constraints
- Spatial constraints
- Holdings of other Roanoke Area Libraries consortium members
- Comprehensiveness
- Reputation of publisher

General Collection Priorities

- Currency. Collection emphasis is on up-to-date information. Older materials, which remain accurate, will be retained and replaced as outlined in the above selection criteria.
- General treatments, over those which are specialized, scholarly, or primarily for professional use.
- Breadth over depth. In general, the Salem Public Library will purchase single copies of a wide range of titles rather than multiple copies of the same title. Multiple copies will be purchased when they are warranted by public demand, or when the title is of local interest and may go out of print, or if it is the definitive title on a particular subject.
- Single-volume overviews over multi-volume works.
- Materials written in the English language with consideration given to additional languages as the need arises.
- Unabridged editions over abridgments. Abridged titles of nonfiction audio books may be purchased and/or donated. Abridged audio books may be added to the collection if the library does not own the unabridged title.

Self- Published Materials

In most cases, the library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest that meet the selection criteria of the collection policies.

Collection Formats

- **Books:** The Salem Public Library acquires books in both hardback and paperback formats in a wide variety of fiction and non-fiction categories, including reference. The library participates in several standing-order plans that ensure acquisition of a well-balanced mix of new and award-winning titles.
- **Documents.** The Salem Public Library acts as an unofficial depository for state documents, retaining those which fit the selection criteria and collection priorities for the subject covered. Space will be maintained for uncataloged materials temporarily housed for the purpose of public review. The library will collect and retain selected documents produced by the City of Salem.
- **Periodicals (Magazines and Newspapers).** The Salem Public Library provides representative periodicals in a wide range of subjects of reference value and recreational or informational interests. The library maintains the paper copies of the Roanoke Times and Salem Times Register until the microfilm copies are received. The other newspapers are retained for three months. Magazines are kept for two years. Access to back files of magazines and newspapers are found on Ebsco, Gale, and other online periodical databases to which the library subscribes.
- **Audio Books.** The Salem Public Library purchases unabridged versions of both fiction and non-fiction titles, and some abridged self-help titles are purchased.
- **Language audio materials.** The Salem Public Library purchases foreign language instruction CDs in most commonly used languages and also purchases ESL materials.
- **Visual media.** The Salem Public Library purchases feature films, documentary, and instructional videos for both the adult and children's collections. There is some emphasis on getting titles not easily available from rental outlets, such as foreign films, and mini-series originally produced for television.
- **Electronic materials.** The Salem Public Library contributes to the shared eBook and eAudiobook collection that all members of the Roanoke Valley Library consortium maintain (Overdrive). Purchasing depends on the needs and demands of users; every attempt is made to purchase materials that satisfy a wide range of patron interests, including fiction, nonfiction, bestsellers, and children's materials on both eBook and eAudiobook format. It is important to note that not all titles or authors are available through this database, depending on the restrictions of certain publishers.
- **Compact Discs.** The Salem Public Library will not attempt to collect popular music, but instead will concentrate on classical, ethnic, soundtracks, and children's music. These materials are mostly added to the collection through donations.
- **Pamphlets.** The Salem Public Library maintains a pamphlet file of local history.
- **Microfilm.** The Salem Public Library has two microfilm subscriptions—one to the Roanoke Times and the other to the Salem Times Register. The library also owns an irregular collection of the New York Times covering the period of 1854-1975.
- **Children's.** The Salem Public Library has a children's section of the library and has materials of interest to children from pre-school to age 12. The children's collection also includes a section of parenting books of interest to those working with children.

- Young Adult. Fiction and graphic novel titles of interest to young adults age 13-18 are purchased and shelved in the YA section.
- Large Print. The Salem Public Library maintains a collection of fiction and nonfiction large print materials that appeal to a wide variety of interests.
- Electronic Databases. The Salem Public Library concentrates on subscribing to databases that contain information that is difficult to maintain in a physical format, such as auto repair manuals, back files of periodicals, and business reference materials. Preference is given to those vendors who allow remote access to their databases.

Donations

The Salem Public Library accepts donations of materials or money with the understanding that items added to the collection must meet the same criteria as purchased materials. The library reserves the right to refuse gifts and to make all decisions about use, housing, and disposition of materials. With regard to monetary gifts, every effort will be made to respect the intent of the donor's wishes, but specific titles may or may not be purchased. For tax purposes, a receipt will be offered to donors. When an item is donated to the library, it becomes property of the Friends of Salem Library; donations cannot be returned to the donor. If the library decides not to add a donated title to its collection, it will either be saved for Friends' Annual Book sale, or put in the library's ongoing book sale. If the item does not sell at either of these sales, it will be donated to a charitable organization, such as the Goodwill.

Withdrawn Items

The Salem Public Library discards books on a regular basis to maintain the usefulness of the collection. As a general rule, materials are withdrawn if they have had no transactions in the automation system within the last five years. Materials may also be withdrawn if they are in poor condition, duplicate titles, or contain dated information. Withdrawn items are put in the library's ongoing book sale if they are in good enough condition. If they do not sell after a period of time, they are donated to a charitable organization, such as the Goodwill, or recycled.

Reconsideration of Materials

Occasional objections to library materials will be made, despite the quality of the selection process. If a complaint is made, the following procedures should be followed:

1. Courteously inform the complainant of the selection procedures and make no commitment as to the disposition of the item.
2. Request that the complainant fill out the "Request for reconsideration of materials" form.
3. Inform the Library Director and other appropriate personnel.
4. Upon receipt of the completed form, the Library Director requests review of the challenged material by an ad hoc review committee of three degreed librarians including the Library Director, but not to include the librarian responsible for the item's ordering.
5. The review committee takes the following steps after receiving the challenged materials:
 - a. Reads, reviews, or listens to the material in its entirety.
 - b. Checks general acceptance of the material by reading reviews and consulting recommended lists.
 - c. Determines to what extent the material supports the collection management policy.
 - d. Meets to discuss and judge the material for its strength and value as a whole and not in part.
 - e. Prepares a written recommendation and presents it to the Library Director.
 - f. The Library Director retains or withdraws the challenged material in accordance with the recommendation of the review committee.

- g. The Library Director will contact the complainant with the results of the committee's review.

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts in the future may include the transfer of information between formats in order to preserve the content when copyright allows.